

COMMUNITY DEVELOPMENT BLOCK GRANT
FOR PUBLIC FACILITIES (CDBG-PF) AND PLANNING (CDBG-PLNG)

2023 APPLICATION TRAINING

WEBINAR
JANUARY 25, 2023

The seal of the Wisconsin Department of Administration is centered on a dark blue rectangular background. The seal features a white dome of the Wisconsin State Capitol building, with the word "WISCONSIN" in an arc above it and "DOA.WI.GOV" in an arc below it. The words "DEPARTMENT OF ADMINISTRATION" are written in a bold, sans-serif font across the middle of the seal.

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AGENDA*

9:00am – 9:05am

Welcome & Introductions

9:05am – 10:15am

CDBG Program Overview

2023 Public Facilities & Planning Project Eligibility, Requirements and Application Documents

10:15am – 10:20am

Break

10:20am – 11:30am

2023 Public Facilities & Planning Application Documents (continued)

Q & A

*Times are approximate

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INTRODUCTION:
DEPARTMENT OF ADMINISTRATION STAFF

APPLICATION TRAINING PRESENTERS:

- Angela Davis, Grants Specialist – Advanced
- Joanna Storm, Grants Specialist – Advanced

ADDITIONAL STAFF:

- Dave Pawlisch, Director, Bureau of Community Development
- Mark Staff, Section Chief, Bureau of Community Development
- Tamra Fabian, Housing Section Chief
- Casey Dobson, Grants Specialist – Advanced
- Amanda Knack, Grants Specialist – Advanced
- Samantha Larsen, Grants Specialist – Advanced
- Ben Lehner, Grants Specialist – Advanced
- Sally Smarzinski, Grants Specialist – Advanced
- Juli Speck, Grants Specialist – Advanced

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INTRODUCTION:
TRAINING GOALS

- Inform potential applicants about the programs
- Explain the 2023 application submission and review processes
- Explain the 2023 application requirements and contents of the application packets
- Answer questions

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CDBG PROGRAM ADMINISTRATION

- The Community Development Block Grant (CDBG) program is a federal formula-based grant program
- Title 1 of the Housing and Community Development Act (1974), as amended
- Code of Federal Regulations (24 CFR 570)
- Administered by the Wisconsin Department of Administration (DOA) – Division of Energy, Housing and Community Resources’ (DEHCR) Bureau of Community Development
- Program purpose = the development of viable communities through the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of low-income and moderate-income (LMI) persons.

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CDBG PROGRAMS

- Public Facilities (PF)
- Planning (PLNG)
- Corona Virus (CV)
- Disaster Recovery (DR)
- Economic Development (ED)
- Public Facilities for Economic Development (PFED)
- Emergency Assistance Program (EAP)
- Housing (HSG)

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ELIGIBILITY CRITERIA

- Applicants must be non-entitlement Units of General Local Government (UGLGs)
- Projects must meet a CDBG National Objective and be an eligible activity
- Must be in compliance with other CDBG Awards
- CDBG-PLNG Program ONLY: Not eligible if awarded CDBG-PLNG grant within last 18-month period prior to application

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ELIGIBILITY CRITERIA (CONTINUED)

- CDBG-PF PROGRAM ONLY: **NEW!**
 - No CDBG-PF Award in 2021 or 2022 Cycles* – Two (2) or more CDBG-PF competitive application cycles must have passed since the UGLG's most recent CDBG-PF award (i.e., UGLG is eligible every *third* year) **and**
 - No Open CDBG-PF Projects* - All previous CDBG-PF awards/projects must be completed/closed.
(i.e., Project Completion Certification and letter have been issued by DEHCR; or the UGLG received confirmation from DEHCR that all obligations required have been met in closing out a project that was cancelled or required pay-back as a result of not meeting grant requirements)

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***Exception: Award that was for project meeting Urgent Local Need (ULN) National Objective**

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ELIGIBILITY CRITERIA (CONTINUED)

■ CDBG-PF PROGRAM ONLY: **NEW!**

Example 1:

UGLG was awarded a 2020 CDBG-PF grant. Eligible to apply in 2023 *if* the 2020 CDBG-PF project is completed, with DEHCR Completion Certification and letter issued prior to application.

Example 2:

UGLG was awarded a 2021 CDBG-PF grant. Not eligible to apply in 2023. Eligible to apply *in 2024 if* the 2021 CDBG-PF project is completed, with DEHCR Completion Certification and letter issued prior to your next application submission.

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ELIGIBILITY CRITERIA (CONTINUED)

■ CDBG-PF PROGRAM ONLY: **NEW!**

■ 100% of Match funding must be committed and secured at the time of application (signed resolution/certification and documentation required).

■ Match is not a scored category.

■ CDBG-PF and CDBG-PLNG:

■ Project costs must be eligible for CDBG funding and applicants must meet the minimum match requirements:

Program:	Max. CDBG Award:	Minimum Match Required:
Public Facilities (CDBG-PF)	\$ 1,000,000	\$1 Match for each \$2 CDBG
Planning (CDBG-PLNG)	\$ 50,000	\$1 Match for each \$2 CDBG

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APPLICANT CRITERIA (CONTINUED)

CDBG-PF *and* CDBG-PLNG (continued)

- Citizen Participation: **Must** have Citizen Participation Plan (CPP) and **must** hold pre-application Public Hearing in accordance with CPP
- Authorizing Resolution to Submit Application by Municipality and Certifications from Chief Elected Official (CEO) (electronic signature permitted)
- Complete Application – Refer to Application for Attachments Checklist of Items Required or Recommended to Include with Application Form
- Must be able to accept award and proceed with negotiating the Grant Agreement within 45 days of award notification
 - The UGLG **may consider passing a resolution during the application preparation process** to grant approval/acceptance rights to CEO on behalf of the UGLG in the event that the application is awarded CDBG funds

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CDBG PROGRAM REQUIREMENTS (IF AWARDED FUNDS)

Upon Award:

- Award Acceptance
- Pre-Agreement Documents
- Execution of Grant Agreement
- CDBG Implementation Training in September 2023
- Compliance with Grant Agreement & current CDBG Implementation Handbook (posted on website)
 - Policies/Regulations
 - Reporting & Recordkeeping Requirements
 - Project Milestones/Deadlines and Processes

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CDBG PROGRAM REQUIREMENTS

Non-compliance may result in cancellation of grant and/or payback of CDBG funds

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CDBG PROGRAM REQUIREMENTS

Procurement:
(CDBG Implementation Handbook, Chapter 3; 24 CFR Part 85.35-.36)
<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

- Have option to contract for professional services
(e.g., Grant Application, Grant Administration, A/E, Planning, etc.)
- Match-Funded Costs:
 - For Construction Activities – Refer to CDBG Implementation Handbook (Ch. 3 and Ch. 7)
 - For Non-Construction Activities – Follow UGLG’s local procurement/purchasing/contracting policies
- CDBG-Funded Costs: Follow Federal/State CDBG and UGLG’s Local Policies

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CDBG PROGRAM REQUIREMENTS

Procurement (continued):
(CDBG Implementation Handbook, Chapter 3; 24 CFR Part 85.35-.36)

- **Exception to requirement for competitive procurement when using CDBG funds:** Contracting with UGLGs; Regional Planning Commissions (RPCs); most publicly funded non-profit Economic Development Organizations (EDOs) (contingent upon compliance with Local policy)
- Fees for preparation of grant application:
 - May be published on DEHCR website
 - Cannot be included in the CDBG Project Budget (not as CDBG or Match)
 - **No “Loss-Leader” arrangements** (entity *cannot* offer free or discounted rate for Application preparation in exchange for entity being awarded contract upon the UGLG receiving CDBG award)
- Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Outreach
- Section 3 Firm/Business Outreach *and* Employee Hours/Section 3 Data Collection

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CDBG PROGRAM REQUIREMENTS

Financial Management:

- Financial management system with appropriate controls
- Separate, non-interest-bearing account (or separate account register) for CDBG funds

Environmental Requirements:

- Environmental regulations compliance/certification *prior to the start of construction*

Acquisition and Relocation:

- Uniform Acquisition Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“URA” for short) applies to any acquisition (*including easements*) and relocation necessary or that occurs in order for the project to be completed

Davis-Bacon and Related Acts (DBRA) and other Federal Labor Standards Regulations:¹⁶

- DBRA Wage Rates and Federal Labor Standards required, if applicable to Project

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CDBG PROGRAM REQUIREMENTS

Project Site Change in Use & Income Restrictions for **5 years** after project closeout

- No “change in use” of project site property that has been acquired or improved with CDBG funding assistance, unless UGLG meets certain requirements **AND** the change is pre-approved by DEHCR; otherwise CDBG funds must be returned to the State/HUD
- Restrictions regarding “income” generated from CDBG-funded project site acquisition or improvements – may (or may not) be required to return funds to the State/HUD. Contact DEHCR for a determination.

Refer to [24 CFR 570.489\(e\)](#) and (j) and [24 CFR 570.505](#)

Contact DEHCR with any questions pertaining to these restrictions.

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CDBG PROGRAM REQUIREMENTS

Grant Funding Disbursements:

- Allowable costs incurred prior to Award:
Architectural/Engineering (A/E) Costs – As Match Only
Includes all eligible A/E costs for the project (no time limit; must have sufficient documentation of costs and payments); includes plans/specs preparation but excludes any other funding application activities)
- Allowable costs incurred on or after Award Date:
Grant Administration; Planning – Environmental Review compliance required; and
Other Costs approved by DOA-DEHCR

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CDBG PROGRAM REQUIREMENTS

Grant Funding Disbursements:

- Allowable costs incurred after the Execution of Grant Agreement and Environmental Compliance/Certification:
 - Acquisition/Relocation** – See *CDBG Implementation Handbook, Ch. 5* for additional requirements
 - Construction** – Includes New Construction, Rehab/Repair, Demolition/Clearance, etc.
- CDBG disbursements paid for eligible costs as invoices are received or as a reimbursement for invoices already paid by Grantee

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NATIONAL OBJECTIVE QUALIFICATION

Must be an Eligible CDBG Activity

Must meet 1 of 3 CDBG National Objectives:

1. LOW- AND MODERATE-INCOME (LMI) BENEFIT

2. SLUM & BLIGHT (SB)

3. URGENT LOCAL NEED (ULN) [PF Only]

LMI Projects given priority

1. Benefit to Low- and Moderate-Income

2. Elimination/Prevention of Slum & Blight

3. Response to an Urgent Local Need

Area Benefit

Limited Clientele

Housing

Jobs (N/A for PF/PLNG)

Area Basis

Spot Basis

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LMI NATIONAL OBJECTIVE – USING HUD LMISD

- 51% of beneficiaries are LMI, based on HUD LMI Summary Data (LMISD) for local governments
- ALL beneficiaries reside within a census tract that is at least 51% LMI and the majority of residents in that census tract are beneficiaries of the project
- ALL beneficiaries reside within a group of (2 or more) census tracts that, together in aggregate, are at least 51% LMI based on HUD LMISD for census tracts and the majority of residents in each census tract in the grouping are beneficiaries of the project

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LMI NATIONAL OBJECTIVE – HUD LMISD

HUD EXCHANGE

Programs ▾Resources ▾Trainings ▾Program Support ▾Grants ▾

Home > Programs > FY 2021 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data

FY 2021 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data

Demonstrating Area Benefit to Low and Moderate Income Persons

At least 51% LMI (no rounding) upper quartile

Demonstrating Area Benefit to Low and Moderate Income Persons

This video provides an overview of Low- and Moderate-Income Summary Data and the methodologies used by CDBG grantees to determine if a CDBG-funded activity qualifies as an LMA activity.

The Community Development Block Grant (CDBG) program requires that each CDBG funded activity must either principally benefit low- and moderate-income (LMI) persons, aid in the prevention or elimination of slums or blight, or meet a community development need having a particular urgency. Most activities funded by the CDBG program are designed to benefit low- and moderate-income (LMI) persons. That benefit may take the form of housing, jobs, and services. Additionally, activities may qualify for CDBG assistance if the activity will benefit all the residents of a primarily residential area where at least 51 percent of the residents are low- and moderate-income persons, i.e., area-benefit (LMA). [Certain exception grantees may qualify activities as area-benefit with fewer LMI persons than 51 percent.]

Overview

CDBG Low- and Moderate-Income Data Documentation Process

Data Sets

ACS 5-Year 2011-2015 Low and Moderate Income Summary Data Main

Map Application

All Block Groups

Block Groups by Entitlement Grantee

Local Government Summaries

Overall Low to Moderate

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/>

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LMI NATIONAL OBJECTIVE – HUD LMISD

Home > Programs > FY 2021 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data > LMISD by Local Governments, Based on 2011-2015 ACS

LMISD by Local Governments, Based on 2011-2015 ACS

These data sets provide estimates of the number of low- and moderate-income individuals (LMISD) by Summary level 160: Places, Summary Level 170: Consolidated Cities, Summary Level 050: County, and Summary Level 060: County Subdivision geographies based on the 2011-2015 American Community Survey (ACS). Margins of error for the Place, Summary level 160 geographies are also provided.

ACS 2011-2015 Low-Mod All Local Governments

ACS 2011-2015 Low-Mod Margin of Error for Places

Overview

CDBG Low- and Moderate-Income Data Documentation Process

Data Sets

ACS 5-Year 2011-2015 Low and Moderate Income Summary Data Main

Map Application

All Block Groups

Block Groups by Entitlement Grantee

Local Government Summaries

Overall Low to Moderate Percentages by Grantee

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>

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LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Excel Spreadsheet (Example-Local Governments)

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>

Total # LMI

Total # Population

Total LMI %

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
GEOTYPE	STATE	COUNTY CODE	COUNTY NAME	COUSUB	PLACE	CONCIT	NAME	STUSAB	LOW	LOWMOD	LMMI	LOWMODUNIV	LOWMOD_PCT	UCLOWMOD	UCLOWMOD_P
PLACE	55				00100		Abbotsford city	WI	540	1,175	1,470	2,075	56.63%		
PLACE	55				00150		Abrams CDP	WI	15	95	210	400	23.75%		
PLACE	55				00275		Adams city	WI	735	1,075	1,295	1,650	65.15%		
PLACE	55				00450		Adell village	WI	60	175	245	460	38.04%		
PLACE	55				00750		Albany village	WI	330	740	950	1,270	58.27%		
PLACE	55				01000		Algoma city	WI	840	1,560	2,325	3,065	50.90%		
PLACE	55				01100		Allenton CDP	WI	235	275	780	950	28.95%		
PLACE	55				01150		Allouez village	WI	1,540	3,545	6,810	12,595	28.15%		
PLACE	55				01225		Alma city	WI	140	270	415	650	41.54%		
PLACE	55				01300		Alma Center village	WI	200	295	380	515	57.28%		

The **YELLOW** and **ORANGE** shading that appears above was added for emphasis. This shading is not in the HUD LMISD spreadsheets.

A second spreadsheet is linked on the HUD LMISD website for Local Governments, which has Margin of Error (MOE) percentages.* However, not all UGLs appear on that spreadsheet and the LOWMOD_PCT is rounded by one decimal point in error, so the first spreadsheet linked on the website is to be used to access the local government's community-wide LMI percentage.

*Refer to the Income Survey Guide for the relevance of the HUD LMISD Margin of Error (MOE) percentage.

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LMI NATIONAL OBJECTIVE – HUD LMISD

Home > Programs > ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data > LMISD - All Block Groups, Based on 2011-2015 ACS

LMISD - All Block Groups, Based on 2011-2015 ACS

These data sets provide estimates of the number of low- and moderate-income individuals (LMISD) by block group based on the 2011-2015 American Community Survey (ACS) and includes the margin of error.

These data contain codes found in the Enterprise Geographic Information Systems Portal. If you do not have Microsoft Excel available to view the workbook, you may download the free Excel viewer from Microsoft.

These Insular Area LMISD, listed below, continue to be based on the 2010 Decennial Census Summary Files of Outlying Areas. Data for the Insular Areas is not available from the 2011-2015 ACS.

ACS 2011-2015 All Block Groups

Insular Area Data from 2010 Census

Data Sets

ACS 5-Year 2011-2015 Low and Moderate Income Summary Data Main

Map Application

All Block Groups

Block Groups by Entitlement Grantee

Local Government Summaries

Overall Low to Moderate Percentages by Grantee

https://www.hudexchange/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/.info/programs

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LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Excel Spreadsheet (Example-Census Tracts)

https://www.hudexchange/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/.info/programs

Census Tract #

Total # LMI

Total # Population

Total LMI %

HUD LMISD MOE*

GEOID	geoname	Stusab	Countyname	State	County	Tract	Blockgrp	Low	Lowmod	Lmml	Lowmoduniv	Lowmod_pct	ucLowmod	ucLowmo	MOE LowmodPct
15000US550019501001	Block Group 1, Census Tract 9501, Adams County, Wisconsin	WI	Adams County	55	001	9501001	1	225	420	630	1130	37.17%		0.00%	+/-13.27
15000US550019501002	Block Group 2, Census Tract 9501, Adams County, Wisconsin	WI	Adams County	55	001	9501002	2	70	355	565	760	46.71%		0.00%	+/-18.29
15000US550019501003	Block Group 3, Census Tract 9501, Adams County, Wisconsin	WI	Adams County	55	001	9501003	3	165	270	630	1105	24.43%		0.00%	+/-9.95
15000US550019502011	Block Group 1, Census Tract 9502.01, Adams County, Wisconsin	WI	Adams County	55	001	9502011	1	240	510	910	1290	39.53%		0.00%	+/-8.84
15000US550019502021	Block Group 1, Census Tract 9502.02, Adams County, Wisconsin	WI	Adams County	55	001	9502021	1	295	470	610	825	56.97%		0.00%	+/-10.06
15000US550019502022	Block Group 2, Census Tract 9502.02, Adams County, Wisconsin	WI	Adams County	55	001	9502022	2	225	385	625	915	42.08%		0.00%	+/-8.42
15000US550019502023	Block Group 3, Census Tract 9502.02, Adams County, Wisconsin	WI	Adams County	55	001	9502023	3	245	425	650	920	46.20%		0.00%	+/-8.04
15000US550019504001	Block Group 1, Census Tract 9504, Adams County, Wisconsin	WI	Adams County	55	001	9504001	1	165	360	555	760	47.37%		0.00%	+/-12.50
15000US550019504002	Block Group 2, Census Tract 9504, Adams County, Wisconsin	WI	Adams County	55	001	9504002	2	350	555	790	995	55.78%		0.00%	+/-9.75
15000US550019504003	Block Group 3, Census Tract 9504, Adams County, Wisconsin	WI	Adams County	55	001	9504003	3	360	620	845	1120	55.36%		0.00%	+/-19.82

The yellow and orange shading that appears above was added for emphasis. This shading is not in the HUD LMISD spreadsheets.

*Refer to the Income Survey Guide for the relevance of the HUD LMISD Margin of Error (MOE) percentage.

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HUD LMISD Map Application (Example-Census Tracts)



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- 51% of beneficiaries are LMI based on income survey data (certified by DEHCR)
- 51% of beneficiaries are LMI based on the project exclusively serving one or more Limited Clientele groups

<https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx>

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LMI NATIONAL OBJECTIVE - INCOME SURVEY

Income Survey Guide and Income Survey Data Forms

CDBG - CLOSE <ul style="list-style-type: none">Program Overview and Application Materials	CDBG - Disaster Recovery <ul style="list-style-type: none">Program Overview and Application Materials	Resources <ul style="list-style-type: none">Housing and Urban Development (HUD)Title 24Administrative Rule (ADM) 93 - Community and Economic DevelopmentCDBG Program BrochureCPD Income Eligibility CalculatorEmployee Self Certification FormsFair Housing PlanHousehold Income LimitsHUD LMI Estimates (for local governments)HUD LMI Estimates (for census block/tracts)HUD Income Limits WebsiteMBE/WBE Business ListingProgram Year 2014 AwardsProgram Year 2015 AwardsProgram Year 2016 AwardsProgram Year 2017 AwardsProgram Year 2018 AwardsProgram Year 2019 AwardsProgram Year 2020 AwardsCalendar Year 2021 AwardsWI Consolidated PlanMonitoring PlanSection 3 ReportIncome Survey GuideIncome Survey Data Forms
CDBG Coronavirus (CDBG-CV) Program <ul style="list-style-type: none">Program Overview and Application Information<ul style="list-style-type: none">Public Service HandbookPublic Facilities HandbookHousehold Income LimitsForms<ul style="list-style-type: none">Duplication of Benefits & Subrogation AgreementHousehold Income Certification Report on Subsistence PaymentsClient Income Certification Report<ul style="list-style-type: none">Client Income Certification FormRecorded CV Public Service Power Point PresentationCV Public Service Power Point	Public Facilities Program (CDBG-PF) <ul style="list-style-type: none">Program Overview and Application MaterialsImplementation HandbookTraining and Technical Assistance	

<https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx>

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LMI NATIONAL OBJECTIVE – INCOME SURVEY

Refer to Income Survey Guide

Application Submission:

- For PF Competitive Applications only:
 - Submit Income Survey Packet documents no later than February 15, 2023
 - Submit Income Survey Certification with CDBG-PF Application
- For PLNG and other non-competitive CDBG Programs:
 - Submit Income Survey Packet documents OR Income Survey Certification with CDBG Application (seeking certification prior to application is strongly recommended)

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LMI NATIONAL OBJECTIVE – HUD LMISD AND/OR INCOME SURVEY

Multiple Jurisdictions

- May need to combine HUD LMISD for each jurisdiction to calculate LMI percentage; OR
- May need to combine HUD LMISD with income survey data to calculate the LMI percentage
- Use *Form 8 in Income Survey Guide* showing LMI Percentage Calculation
- ***Strongly Recommended:*** Contact DEHCR for guidance and verification that the methodology is correct prior to submitting with an application

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LMI NATIONAL OBJECTIVE – LIMITED CLIENTELE

Limited Clientele (LMC) – Persons in a group *presumed* to be at least 51.0% LMI:

- Abused children
- Elderly persons (age 62 and older)
- Battered spouses
- Homeless persons
- Severely disabled adults
- Illiterate adults
- Persons living with AIDS
- Migrant farm workers
- LMI families (income certification required)

Project/activity must exclusively serve persons in one or more of the groups above to meet the LMC criteria and presume the group is at least 51.0% LMI.

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LMI NATIONAL OBJECTIVE – LIMITED CLIENTELE

Low- and Moderate-Income Clientele (LMC)

- For existing facility/program:
 - Letter and information from facility/program
Must include:
 - Nature of facility and services provided
 - # of persons and Type(s) of clientele served
 - Verification of exclusively serving LMC
 - Income Limits used if qualification is income-based
 - *To be submitted upon award:* Demographics data (# families, family size, race/ethnicity)

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SLUM AND BLIGHT NATIONAL OBJECTIVE

- **Area Basis:**
 - Must be at least 25% of properties in the project area
 - May include acquisition/relocation necessary to complete project, clearance/demolition, environmental remediation, historic preservation, building rehab, and/or façade/structural improvements
- **Spot Basis:**
 - May be one or more properties
 - Limited to acquisition/relocation necessary to complete project, clearance/demolition, environmental remediation, historic preservation, and/or building rehab *limited to eliminating conditions detrimental to public health and safety (such as correcting code violations)*

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SLUM AND BLIGHT NATIONAL OBJECTIVE

- Slum & Blight Certification & Compliance Form
- Slum & Blight resolution by UGLG [required for *Area Basis Only* – exception may be considered (contact DEHCR)]
- Record/evidence of blighted conditions
 - Must be at least 25% of properties in area for *Area Basis*
- Demonstration of project activities being eligible
- Record of how project activities will address blight

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URGENT LOCAL NEED NATIONAL OBJECTIVE

Urgent Local Need (ULN)

- Only allowed for addressing condition(s) posing serious and immediate threat to health and welfare
- Conditions must have been developed or become urgent within 18 months prior to application
- Must demonstrate no other means to fund project (including demonstrating attempts to apply for other funds, and have no remaining G.O. Debt or not a sufficient amount remaining to cover the cost of the project – may only apply for amount that is shown to be shortfall)

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CDBG PROGRAM OVERVIEW

Questions?



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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

PUBLIC FACILITIES AND PLANNING
PROJECTS



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COMMUNITY DEVELOPMENT PROGRAMS WEBSITE:
[HTTPS://DOA.WI.GOV/PAGES/LOCALGOVTSGRANTS/COMMUNITYDEVELOPMENTPROGRAMS.ASPX](https://DOA.WI.GOV/PAGES/LOCALGOVTSGRANTS/COMMUNITYDEVELOPMENTPROGRAMS.ASPX)

Public Facilities (PF) Program:
<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPublicFacilitiesProgram.aspx>

Planning (PLNG) Program:
<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPlanningProgram.aspx>

<div>CDBG Coronavirus (CDBG-CV) Program<ul style="list-style-type: none">Program Overview and Application Information<ul style="list-style-type: none">Public Service HandbookPublic Facilities HandbookHousehold Income LimitsForms<ul style="list-style-type: none">Duplication of Benefits & Subrogation AgreementHousehold Income Certification Report on Subsidized PaymentsClient Income Certification ReportClient Income Certification FormRecorded CV Public Service Power Point PresentationCV Public Service Power Point</div>	<div>Public Facilities Program (CDBG-PF)<ul style="list-style-type: none">Program Overview and Application MaterialsImplementation HandbookTraining and Technical Assistance</div>	<div><ul style="list-style-type: none">Improvement and Certification Forms<ul style="list-style-type: none">Fair Housing PlanHousehold Income LimitsHUD LMI Estimates (for local governments)HUD LMI Estimates (for census block/tracts)HUD Income Limits WebsiteHBE/WBE Business ListingProgram Year 2014 AwardsProgram Year 2015 AwardsProgram Year 2016 AwardsProgram Year 2017 AwardsProgram Year 2018 AwardsProgram Year 2019 AwardsProgram Year 2020 AwardsCalendar Year 2021 AwardsWT Consolidated PlanSection 3 ReportIncome Survey GuideIncome Survey Data Forms</div>
<div>Public Facilities-Economic Development Program (CDBG-PFED)<ul style="list-style-type: none">Program Overview and Application MaterialsTraining and Technical Assistance</div>	<div>Emergency Assistance Program (CDBG-EAP)<ul style="list-style-type: none">Program Overview and Application Materials</div>	<div>Community Development Block Grant - Small Cities Housing and Revolving Loan Program (CDBG)<ul style="list-style-type: none">CDBG Housing Regions Program Overview<ul style="list-style-type: none">CDBG Housing Regions MapCDBG Housing RLF Program OverviewHousehold Income LimitsHousing Implementation ManualHousing Refresher Training - October 2019Environmental Review ManualStatutory Checklist</div>
<div>Economic Development Program (CDBG-ED)<ul style="list-style-type: none">Program Overview and Application MaterialsTraining and Technical Assistance</div>	<div>Planning Program (CDBG-PLNG)<ul style="list-style-type: none">Program Overview and Application MaterialsImplementation HandbookTraining and Technical Assistance</div>	

CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES



Water System Improvements



Sanitary Sewers



Wells & Water Towers



Storm Sewers & Curb/Gutter



Waste Water Treatment Facilities/Plants (WWTF/P)

CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES (CONTINUED)



Main Street Improvements



Libraries



Fire Stations



Senior Centers



Accessibility Improvements

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CDBG-PF PROJECTS: INELIGIBLE ACTIVITIES

Ineligible CDBG-PF Projects & Costs:

- Construction/renovation of building used for general local government business (other than ADA Architectural Barrier Removal projects)
- General government expenses
- Furnishings**
- Operating and maintenance expenses
- Architectural/Engineering (A/E) costs**

** See next slide regarding these costs as “Match.”

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CDBG-PF PROJECTS: INELIGIBLE ACTIVITIES

- **Ineligible CDBG Cost but May Be Counted toward UGLG’s Match:**
- A/E costs incurred for the project any time prior to the CDBG Application submission through the end of the Performance Period; and
 - Furnishings costs after the CDBG Grant Agreement has been executed through the end of the Performance Period

Counting as Match is contingent upon acceptable documentation of procurement compliance, eligible activities, and records of costs incurred and payments.

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CDBG-PLNG PROJECTS: ELIGIBLE & INELIGIBLE ACTIVITIES

Eligible CDBG-PLNG Projects & Costs:

- Comprehensive plans
- Individual project plans
- Community development plans
- Capital improvement plans
- Small area & neighborhood plans
- Local analysis of impediments to fair housing
- Downtown revitalization plans
- Functional plans
- Environmental & historic preservation studies

Ineligible CDBG-PLNG Projects & Costs:

- Engineering, architectural, and design costs related to a specific activity
- Direct development of a CDBG Application
- Other costs of implementing plans
- Operating costs for an organization
- Construction or any other non-professional services
- Any otherwise eligible planning project costs incurred prior to the DEHCR grant award date

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CDBG-PLNG PROJECTS: CRITERIA (COMMUNITY-WIDE PLANS)

- **Community-Wide Plans:**
 - Emphasize collaboration among community stakeholders;
 - Address economic conditions;
 - Identify strategies to increase access to affordable housing;
 - Improve community vitality by addressing slum/blight conditions; or
 - Address other issues that will improve the well-being of LMI persons

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CDBG-PLNG PROJECTS: CRITERIA (SITE-SPECIFIC PLANS)

- **Site-Specific Plans:**
 - Plans and strategic development activities
 - May be for specific neighborhood or district within a community or to plan for the use or reuse of a specific site
 - Examples: adaptive reuse of former hospital, school building or other vacant structure, or potential use of a parcel of land



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MAX. CDBG AWARD, MIN. REQUIRED MATCH, AND ALLOWABLE ADMIN.		
	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Maximum CDBG Award Amount	up to \$1,000,000	Up to \$50,000
Required Minimum Grantee Match	2:1 Ratio (Maximum \$2 CDBG for every \$1 Match)	2:1 Ratio (Maximum \$2 CDBG for every \$1 Match)
Amount of CDBG Funds allowed for Grant Administration	CDBG = \$6,000 or 1.5% of CDBG-PF Award, whichever is greater (up to/not to exceed \$15,000)	Generally Not Applicable (included in Planning Costs)

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CDBG-PF & CDBG-PLNG: APPLICATION PROCESS OVERVIEW		
	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Grant Type	Competitive	Non-Competitive
Available HUD Funding	Approx. \$10 million	\$250,000
Awards	Applications are scored, ranked, and awarded based on available funding. Must be accepted within forty-five (45) days. Additional grants may be awarded based on rankings if additional funds become available.	Eligible Applications awarded based on available funding. Must be accepted within forty-five (45) days of award.
Denials	Appeal of a denial decision must be made by the UGLG within thirty (30) days of the date of the decision letter. NOTE: Must document that DEHCR made a scoring mistake. <i>Disagreeing</i> with a score assigned is <u>not</u> acceptable grounds for an appeal.	

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TIMELINE: 2022 CDBG-PF & CDBG-PLNG GRANT CYCLE(S)		
APPLICATION PROCESS:	TARGET/DUE DATE(S):	
	Public Facilities (CDBG-PF) <i>Competitive Cycle</i>	Planning (CDBG-PLNG) <i>Continuous Cycle</i>
Applications Available	January 23, 2023	January 23, 2023
Application Training	January 25, 2023	January 25, 2023
Applications Due to DOA	May 18, 2023 @ 4pm (CST)	Open
Award Letters	No later than July 21, 2023	Within 30 Days of Application Submission
Acceptance of Award	Within 45 Days of Award	Within 45 Days of Award
Implementation Training	September 2023	September 2023
Pre-Contract Process; Contracts Drafted, Negotiated, & Executed	July 21 – December 31, 2023	Within 90 Days of Award

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ADDITIONAL APPLICANT EXPECTATIONS	
2023 CDBG-PF Awards Project Timeline Requirements	
Pre-Construction Activities:	Begin Immediately upon Acceptance of Award
Construction Start:	Start by July 1, 2024
Construction Completion:	Complete by October 31, 2025
Project Completion Documents & Final Payment Request:	Received by DEHCR no later than December 31, 2025
Planning (CDBG-PLNG) Project Timeline Requirements	
Planning Activities:	Begin within 6 months of Award
Plan Completion:	Plan completed within 22 months of Award
Project Completion Documents & Final Payment Request:	Received by DEHCR within 24 months of Award

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2023 CDBG-PF APPLICATION CHANGES SUMMARY

1. Eligible to receive CDBG-PF award every third application cycle/year

2. 100% of Match funding must be secured at the time of application


3. Match is not scored.

4. Architectural/Engineering (A/E) costs any time prior to application are eligible as Match (not limited to only 12 months prior)

5. “Project Readiness” Score replaces “Match” Score, with points awarded for:

Biddable A/E Design Plans & Technical Specs completed: (30 Points)

Environmental Review (ER) completed: (10 Points)



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2023 CDBG-PF APPLICATION SCORING CHANGES

2023 CDBG-PF APPLICATION SCORING SUMMARY:

■ Project Need:

Awarded up to 100 points *(no change)*

■ Community Distress:

Awarded up to 70 points *(no change)*

■ Financial Need:

Awarded up to 30 points *(no change)*

■ Planning:

Awarded up to 10 points *(no change)*

■ Project Readiness:

Awarded up to 40 points **(NEW!)**

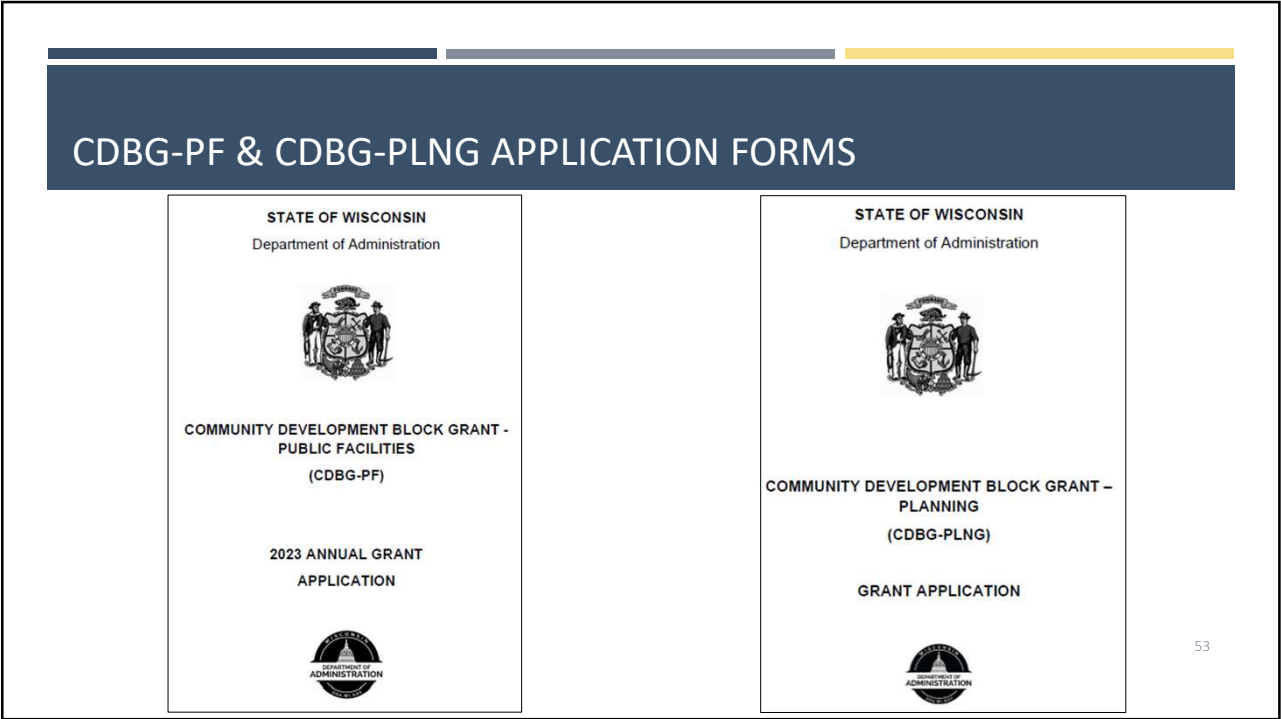
■ Architectural/Engineering Design Plans & Technical Specifications: Awarded 30 points *if certified as ready to be included in a bidding packet(s) at the time of application submission*

■ Environmental Review: Awarded 10 points *if certified by DEHCR prior to application or if submitted prior to the application deadline and confirmed as certifiable by DEHCR upon review (no errors ⁵² and/or omissions pertaining to determinations, classifications, procedures, or processes)*

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 1

Part 1 - Grant Request

■ Project Funding

■ Project Title

■ Brief Description

■ Agreeing to Terms: Project Timeline

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 2

Part 2 - Applicant Information & Signature

- UGLG Contact Information
- UEI # (if registered on SAM.gov); FEIN; DUNS; **9-Digit** Zip Code
- Signature of Chief Elected Official (CEO) (*electronic signature required – do not submit hardcopy; original is to be maintained in UGLG's files*)
- Application Contact (UGLG Contact or 3rd Party Contact Information)
- Current CDBG Assistance (Any open CDBG awards)
- CDBG-PLNG Only: **New!**
 - Pre-Application Conference Information (Required)
 - Procuring/Securing Professional Services Question

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 3

Part 3 – Certifications

- Signature of Chief Elected Official (CEO) (*electronic signature*)
- Acknowledging information is true and correct for the UGLG for:
 - Initial Eligibility Certification
 - Statement of Assurances Certification
 - Lobbying Certification
 - Acquisition, Relocation & Demolition Certification
 - Fair Housing Actions Certification
- Must agree to terms in Certifications and all information must be true and correct for UGLG to be eligible for CDBG funding

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 4

Part 4 - CDBG National Objective and Project Beneficiaries

■ Community-wide benefit: check Yes or No

■ # of Project Beneficiaries (and # LMI persons if applicable): Use numbers from source(s) used to qualify project if applicable, or existing program data if applicable, or most recent U.S. Census ACS 5-Year Estimates data

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 4

Using U.S. Census ACS 5-Year Estimates Data to Estimate Number of Beneficiaries:

<https://data.census.gov/cedsci/>

Explore Census Data

Learn about America's People, Places, and Economy

Madison, City, Wisconsin

Help Feedback Advanced Search

1 Filter

Madison city, Wisconsin

Clear search

Find a Filter

Search

Codes

Geography

Surveys

Topics

Years

United States Census Bureau

Madison, City, Wisconsin

All Tables Maps Pages

Total Population in Madison City, Wisconsin

269,840

2020 Decennial Census

Tables

Decennial Census

P1 | RACE

View All 3 Products

American Community Survey

DPO5 | ACS DEMOGRAPHIC AND HOUSING ESTIMATES

View All 23 Products

Explore Tables or Use Filters → Topics to locate ACS 5-Year Estimates Data for UGLG.

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 4

Part 4 - CDBG National Objective and Project Beneficiaries

- National Objective Compliance
 - Benefit to Low- and Moderate-Income Persons
 - Area Benefit – HUD Local Government LMI Summary Data (LMISD)
 - Area Benefit – HUD Census Block Group/Tract LMISD
 - Area Benefit – Income Survey; or Income Certifications (*PF only – Very Rare*)
 - Area Benefit – Combining HUD LMISD and Income Survey Data
 - Limited Clientele

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 4 (CONTINUED)

Part 4 - CDBG National Objective and Project Beneficiaries

- Prevention/Elimination of Slum and Blight
 - Area Basis
 - Spot Basis
- Urgent Local Need ← **NOT** Applicable to CDBG-PLNG Projects

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PARTS 5-10

DIFFERENCES: PF vs. PLNG APPLICATION

Parts 5-7: Differences in PF vs. PLNG Application

Parts 8-10: Only in CDBG-PF Application

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CDBG-PF APPLICATION IS SCORED (CDBG-PLNG IS NOT)
SCORING CATEGORIES

CDBG-PF *Scored* Categories (250 points maximum):

▪ Part 5 – Project Need	100 points
▪ Part 6 – Budget and Matching Funds <i>(Not Scored)</i>	
▪ Part 7 – Planning	10 points
▪ Part 8 – Community Distress	70 points
▪ Part 9 – Financial Need	30 points
▪ Part 10 – Project Readiness <i>(New!)</i>	40 points
➢ Biddable A/E Design Plans & Technical Specifications (30 points)	
➢ Completed Environmental Review (10 points)	

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CDBG-PLNG APPLICATION
REVIEW CATEGORIES

CDBG-PLNG *Review* Categories (review for eligibility – *not* scored)

- Part 5 – Project Need
- Part 6 – Budget and Matching Funds
- Part 7 – Planning

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 5

Part 5 - Project Need

	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Review	Scored (up to 100 points)	Evaluated for Eligibility
Response Format	Up to 2 pages, 11-point font	Approx. 1/2 page, 11-point font
Items to Address	<u>7 Items:</u> <ul style="list-style-type: none">• Current condition• Frequency• # of people affected• Effects if left untreated• How project will resolve problem• Scope of work• Extent of CDBG funding need	<u>3 Items:</u> <ul style="list-style-type: none">• Positive impact on community• Anticipated future steps to implement Plan upon completion• Ability/readiness to implement Plan
Supporting Documentation	Cannot exceed 20 pages	Cannot exceed 10 pages

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS
PART 6

Part 6 – Budget and Matching Funds:

- Report **ALL** costs (including professional services provided by 3rd parties paid with CDBG or Match) – Omissions in costs reporting may deem the application incomplete
- Project Budget & Matching Funds Form (*CDBG-PF only*)
- Detailed Itemization of Project Costs (*CDBG-PF only*)
- Resolution to Commit Match **and** Certification of Match Secured (***New! – Required for PF & PLNG Applications***)
- Match Funding Waiver Request (*if applicable/if economic hardship demonstrated; contacting DEHCR prior to submission recommended*)
- Grant Administration/Professional Services Information (additional question)⁶⁵

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS
PART 6

Project Budget & Matching Funds Form:

- Activity
- CDBG Funds
- Matching Funds
 - UGLG funds
 - Other public funds
 - Private funds
- Include source, amount, status of funds

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS
PART 6

Project Budget & Matching Funds Form - Options to Report:

- Applied
- Pending
- Committed
- Secured/Awarded
- Other

NEW!: For CDBG-PF Application, only documents for Match “Secured and Committed” are to be submitted with Application. DO NOT submit documentation pertaining to funding sources with only an “Applied”, “Pending”, or “Other” status. *[100% of match required to complete project must be secured and committed PRIOR to application.]*

Refer to guidance in Application Instructions!

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS
PART 6

Examples of **Acceptable** Documentation of Match “Secured”

(This list is not intended to be all-inclusive. Other documents may fit this category.)

Acceptable:

- Bank Statement – must be recent, e.g., March/April 2023
- Bank letter specifically stating the loan or interim financing funding is approved/secured*
- Grant award letter from another funding agency*
- DNR Funding List page(s) showing UGLG’s award information
- Project Priority List (PPL) page(s) **AND** record of the UGLG submitting the Application to the DNR as follow-up *(must include BOTH) – Refer to 2023 CDBG-PF Application Instructions (REVISED) v2023-01-26, pages 36-37*
- Bond issuance records – contact DEHCR to confirm (not all bond documents are sufficient)

**If terms/conditions apply (other than standard/basic terms such as financing rate negotiations) for the award to be made, then the UGLG must provide documentation that confirms the terms/conditions have been met.]*

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS
PART 6

Examples of **Unacceptable** Documentation of Match “Secured”
(This list is not intended to be all-inclusive. Other documents may fit this category.)

Unacceptable:

- Balance Sheet
- General Ledger statement
- UGLG Budget documents
- UGLG approval record of committing funds without any documentation proving the funds are secured
- Bank letter with vague language that does not confirm the funding is “secured”
- Fundraising plans and “pledge” forms/letters
- **DNR Project Priority List (PPL) without any record of the UGLG submitting the Application to the DNR as follow-up – Refer to 2023 CDBG-PF Application Instructions (REVISED) v2023-01-26, pages 36-37**

SLIDE REVISED 1/26/23

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS
PART 6

Report only match funding sources that the UGLG intends to utilize/accept.

If the UGLG reports on the CDBG application secured matching funds that it does not intend to utilize/accept for the CDBG project, and then later receives a CDBG award and reports delays in securing matching funds, which in turn results in delays in the start or end of construction for the project, then DEHCR may rescind the CDBG award.

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS PART 6

- The Matching Funds must be 100% secured for *and committed* to the project at the time of application for PF or prior to the execution of the Grant Agreement for PLNG
- The UGLG must pass and submit a signed *Resolution to Commit Match & Certification of Match Secured* – for both PF and PLNG)

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS PART 6

- PF Only - UGLG must acknowledge in the Resolution that if the project is delayed due to the UGLG not having the match funds secured as represented in the Application, which results in construction not starting by July 1, 2024 and/or not being completed by October 31, 2025, DEHCR may not approve a project timeline extension and may rescind the CDBG award.
- NOTE: PLNG project delays due to lack of matching funds secured may also result in DEHCR rescinding CDBG award, but the resolution for a PLNG project may have different language since they do not have 'construction' activities

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CDBG-PF & CDBG-PLNG APPLICATION FORMS
PART 7: PLANNING (PF – *SCORED*; PLNG – *NOT SCORED*)

Part 7: Planning

- Explain how project is consistent with *or a continuation of adopted/approved* community long-range plan(s)
- Include supporting documentation [relevant pages of plan(s) only] in Application Attachments
 - Do not attach copy of entire plan
 - Mark relevant text (*visibly highlight, underline, star, or bracket*)
 - Label with plan’s page number, title and date of adoption/approval

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CDBG-PF APPLICATION FORM *ONLY*
PART 7: PLANNING SCORING

Criteria for CDBG-PF Planning Scoring (up to 10 points):

- How the project supports and further promotes UGLG’s long-range plan(s)
- Level of consistency and specificity of plan(s) with regard to project scope
- Evidence (supporting documentation) verifying plan consistency

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CDBG-PF APPLICATION FORM *ONLY*:
PART 8: COMMUNITY DISTRESS

■ Community Distress (*PF only*)

Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
PF APPLICATION - PART 8: Scored (up to 70 Points total)	Not Applicable
Scoring/Sources: 1. Median Household Income (up to 40 Points) <ul style="list-style-type: none">U.S. Census 2021 American Community Survey ACS 5-Year Estimates (2017-2021) 2. Per Capita Property Value (up to 15 Points) <ul style="list-style-type: none">Town, Village and City Taxes Bulletin: Taxes Levied 2021 – Collected 2022, Wisconsin Dept. of Revenue 3. Local Property Tax Rate [Full Gross only] (up to 15 Points) <ul style="list-style-type: none">Town, Village and City Taxes Bulletin: Taxes Levied 2021 – Collected 2022, Wisconsin Dept. of Revenue	Not Applicable

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CDBG-PF APPLICATION FORM *ONLY*:
PART 8: COMMUNITY DISTRESS

■ Community Distress (*PF only*)

NO COMMUNITY DISTRESS DATA ENTERED BY APPLICANT.

DEHCR will obtain data from referenced sources during application scoring.

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CDBG-PF APPLICATION FORM *ONLY*
PART 8: COMMUNITY DISTRESS – MHI

POINT VALUE	MEDIAN HOUSEHOLD INCOME
0	Greater than \$67,080
2	\$65,403 - \$67,080
4	\$63,726 - \$65,402
6	\$62,049 - \$63,725
8	\$60,372 - \$62,048
10	\$58,695 - \$60,371
12	\$57,018 - \$58,694
14	\$55,341 - \$57,017
16	\$53,664 - \$55,340
18	\$51,987 - \$53,663
20	\$50,310 - \$51,986
22	\$48,633 - \$50,309
24	\$46,956 - \$48,632
26	\$45,279 - \$46,955
28	\$43,602 - \$45,278
30	\$41,925 - \$43,601
32	\$40,248 - \$41,924
34	\$38,571 - \$40,247
36	\$36,894 - \$38,570
38	\$35,217 - \$36,893
40	Less than \$35,217

(Scoring Table Update)

2021 ACS 5-Year Estimates MHI of \$47,500 = 24 points

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CDBG-PF APPLICATION FORM *ONLY*
PART 8: COMMUNITY DISTRESS – PER CAPITA PROPERTY VALUE

POINT VALUE	PER CAPITA PROPERTY VALUE
0	Greater than \$110,959
1	\$106,996 - \$110,959
2	\$103,033 - \$106,995
3	\$99,071 - \$103,032
4	\$95,108 - \$99,070
5	\$91,145 - \$95,107
6	\$87,182 - \$91,144
7	\$83,219 - \$87,181
8	\$79,256 - \$83,218
9	\$75,294 - \$79,255
10	\$71,331 - \$75,293
11	\$67,368 - \$71,330
12	\$63,405 - \$67,367
13	\$59,442 - \$63,404
14	\$55,480 - \$59,441
15	Less than \$55,480

(Scoring Table Update)

WI Dept. of Revenue Taxes Bulletin: Taxes Levied 2021 – Collected 2022

Per Capita Property Value Calculation:

Total Property “Full Value” ÷ Total Population

Per Capita Property Value of \$75,000 = 10 points

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CDBG-PF APPLICATION FORM *ONLY*
PART 8: COMMUNITY DISTRESS – TAX RATE

POINT VALUE	FULL VALUE GROSS RATE
0	Less than 0.01550
1	0.01550 - 0.01605
2	0.01606 - 0.01661
3	0.01662 - 0.01716
4	0.01717 - 0.01771
5	0.01772 - 0.01827
6	0.01828 - 0.01882
7	0.01883 - 0.01938
8	0.01939 - 0.01993
9	0.01994 - 0.02048
10	0.02049 - 0.02104
11	0.02105 - 0.02159
12	0.02160 - 0.02214
13	0.02215 - 0.02270
14	0.02271 - 0.02325
15	Greater than 0.02325

(Scoring Table Update)

WI Dept. of Revenue Taxes Bulletin:
Taxes Levied 2021 – Collected 2022
Full Value Gross Tax Rate of .02050 =
10 Points

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CDBG-PF APPLICATION FORM *ONLY*
PART 9: FINANCIAL NEED

Part 9: Financial Need (*PF only*; up to 30 Points)

- UGLG G.O. Debt
- For Water and Sanitary Sewer projects:
 - Now calculated using average of Water/Sewer Rates Score and G.O. Debt Score
 - Residential water charge for 70,000 gallons annual usage
 - Residential sewer charge for 70,000 gallons annual usage
 - Must include Calculation Worksheet Attachment and Proof of current Water/Sewer Rates in Application Attachments

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CDBG-PF APPLICATION FORM ONLY

PART 9: FINANCIAL NEED – NON-WATER/SEWER PROJECTS (G.O. DEBT)

UGLG G.O. DEBT CAPACITY	UGLG USED G.O. DEBT						
	30 Points	25 Points	20 Points	15 Points	10 Points	5 Points	0 Points
\$10,000,000 or Greater	70% or Greater	65-69%	60-64%	55-59%	50-54%	45-49%	Less than 45%
\$7,500,000 - \$9,999,999	65% or Greater	60-64%	55-59%	50-54%	45-49%	40-44%	Less than 40%
\$5,000,000 - \$7,499,999	60% or Greater	55-59%	50-54%	45-49%	40-44%	35-39%	Less than 35%
\$3,000,000 - \$4,999,999	55% or Greater	50-54%	45-49%	40-44%	35-39%	30-34%	Less than 30%
\$1,000,000 - \$2,999,999	50% or Greater	45-49%	40-44%	35-39%	30-34%	25-29%	Less than 25%
\$500,000 - \$999,999	45% or Greater	40-44%	35-39%	30-34%	25-29%	20-24%	Less than 20%
\$250,000 - \$499,999	40% or Greater	35-39%	30-34%	25-29%	20-24%	15-19%	Less than 15%
Less than \$250,000	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points

Example: UGLG has \$1 Million Debt Capacity; has used \$450,000 to date = Score of 25

NOTE: The Financial Need score for non-Water/Sewer projects is calculated using only the G.O. Debt information at the time of application submission, which is based on the UGLG’s current Used G.O. Debt compared to the UGLG’s G.O. Debt Capacity.
The UGLG cannot include in the calculation for Used G.O Debt any debt incurred or used for the proposed 2023 CDBG project.

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CDBG-PF APPLICATION FORM ONLY

PART 9: FINANCIAL NEED – WATER/ SEWER PROJECTS

POINT VALUE	ANNUAL WATER & SANITARY SEWER RATES					
	Water Only		Sanitary Sewer Only		Combined	
0	Less than \$306		Less than \$526		Less than \$826	
2	\$306	- \$325	\$526	- \$559	\$826	- \$878
4	\$326	- \$344	\$560	- \$592	\$879	- \$930
6	\$345	- \$363	\$593	- \$625	\$931	- \$981
8	\$364	- \$382	\$626	- \$658	\$982	- \$1,033
10	\$383	- \$401	\$659	- \$690	\$1,034	- \$1,085
12	\$402	- \$420	\$691	- \$723	\$1,086	- \$1,136
14	\$421	- \$439	\$724	- \$756	\$1,137	- \$1,188
16	\$440	- \$458	\$757	- \$789	\$1,189	- \$1,240
18	\$459	- \$477	\$790	- \$822	\$1,241	- \$1,291
20	\$478	- \$497	\$823	- \$855	\$1,292	- \$1,343
22	\$498	- \$516	\$856	- \$888	\$1,344	- \$1,394
24	\$517	- \$535	\$889	- \$921	\$1,395	- \$1,446
26	\$536	- \$554	\$922	- \$953	\$1,447	- \$1,498
28	\$555	- \$592	\$954	- \$1,019	\$1,499	- \$1,601
30	Greater than \$592		Greater than \$1,019		Greater than \$1,601	

(Scoring Table Update)

Example:
Water/Sewer Project;
Combined annual water/sewer rate of \$1,400
= Partial Score of 24

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(Based on 70,000 gallons usage)

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CDBG-PF APPLICATION FORM ONLY

PART 9: FINANCIAL NEED – WATER/SEWER PROJECTS

Financial Need score for Water/Sewer projects is calculated using the average of the combined total of the G.O. Debt score and Water/Sewer Rates score.

Formula: (G.O. Debt Score + Water/Sewer Rates Score) ÷ 2

*[New Policy (started in 2022):
Financial Need Score Update
for Water/Sewer Projects]*

Example #1: Project with water and sanitary sewer infrastructure improvements for which:

- UGLG has \$3 Million Debt Capacity; and has used \$1,500,000 (50%) to date = G.O. Debt Score of 25; **AND**
- Combined annual Water/Sewer Rates of \$1,400 = Water/Sewer Rates Score of 24

Financial Need Score (Water and Sanitary Sewer Project) =

(G.O. Debt Score + Water/Sewer Rates Score) ÷ 2:

(25 + 24) ÷ 2 = 24.5 rounded up to 25

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CDBG-PF APPLICATION FORM ONLY

PART 9: FINANCIAL NEED – WATER/SEWER PROJECTS

Example #2: Project with water infrastructure improvements, for which:

- UGLG has \$2 Million Debt Capacity; and has used \$1,000,000 (50%) to date = G.O. Debt Score of 30; **AND**
- Annual Water Rates of \$560 = Water Rates Score of 28

Financial Need Score (Water Project) =

(G.O. Debt Score + Water Rates Score) ÷ 2:

(30 + 28) ÷ 2 = 29

Example #3: Project with sanitary sewer infrastructure improvements for which:

- UGLG has \$500,000 Debt Capacity; and has used \$100,000 (20%) to date = G.O. Debt Score of 5; **AND**
- Annual Sanitary Sewer Rates of \$900 = Sewer Rates Score of 24

Financial Need Score (Sanitary Sewer Project) =

(G.O. Debt Score + Sewer Rates Score) ÷ 2:

(5 + 24) ÷ 2 = 14.5 rounded up to 15

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CDBG-PF APPLICATION FORM *ONLY* PART 10: PROJECT READINESS – A/E DESIGN PLANS & TECH. SPECS.

Project Readiness (0-40 Points Awarded):

Architectural/Engineering (A/E) Design Plans and Technical Specifications (30 points):

30 points awarded if :

- A/E design plans and technical specs meeting all requirements is submitted in accordance with the 2023 CDBG-PF Application and Application Instructions
- Must be certified by a licensed architect/engineer as complete to the extent of being ready for inclusion in bidding packet(s) for construction contracting procurement process(es) for the proposed project

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CDBG-PF APPLICATION FORM *ONLY* PART 10: PROJECT READINESS – A/E DESIGN PLANS & TECH. SPECS.

A/E Design Plans and Technical Specifications (continued):

- Architect/engineer must use/complete the *Architect/Engineer Certification of Biddable Design Plans & Technical Specifications* form to certify that the A/E documents are complete to the extent that they are ready for inclusion in the bidding packet(s) for construction contraction procurement process(es) for proposed project
- The A/E design plans and technical specs *and* architect's/engineer's signed Certification (as the cover page (page 1) of the A/E document) must be submitted as one PDF document, *separately* from the CDBG-PF Application document **using the Microsoft Teams link issued by DEHCR (upon request from the applicant prior to the application due date)** no later than the Application deadline (4:00 p.m. on May 18, 2023)

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CDBG-PF APPLICATION FORM ONLY

PART 10: PROJECT READINESS – A/E DESIGN PLANS & TECH. SPECS.

A/E Design Plans and Technical Specifications (continued):

0 points awarded if:

- no A/E design plans and technical specs document is submitted in accordance with the 2023 CDBG-PF Application and Application Instructions; *or*
- incomplete A/E design plans and technical specs (not ready to for inclusion in the bidding packet(s) or missing the architect/engineer Certification, etc.) are submitted; *or*
- the A/E documents are not received by DEHCR by the deadline

*No ‘partial’ points will be awarded for incomplete or insufficient A/E documents. **Do not** submit partial A/E documents or those that are not ready for inclusion in the bidding packet(s). They will be disregarded and no points will be awarded.*

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CDBG-PF APPLICATION FORM ONLY

PART 10: PROJECT READINESS – ENVIRONMENTAL REVIEW

Environmental Review (ER) (10 points):

10 points awarded if:

- ER certification letter issued by DEHCR for the project is included within the CDBG-PF Application Attachments; *or*
- a complete, certifiable* ER for the proposed project is submitted to DOA Environmental Desk at DOAEnvironmentalDesk@wisconsin.gov (separately from the CDBG-PF Application) no later than CDBG-PF Application deadline (4:00 p.m. on May 18, 2023), following the requirements set forth in **Chapter 4: Environmental Review** in the *CDBG Implementation Handbook*:
<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

**The ER must be deemed complete and acceptable for certification by DEHCR after our review. If it is deemed uncertifiable, no points will be awarded.*

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CDBG-PF APPLICATION FORM ONLY

PART 10: PROJECT READINESS – ENVIRONMENTAL REVIEW

Environmental Review (ER) (continued):

0 points awarded if:

- no ER certification letter is submitted within the CDBG-PF Application Attachments; **or**
- no completed ER is submitted for the proposed project by the Application deadline; **or**
- the ER that is submitted is incomplete and/or is otherwise deemed uncertifiable by DEHCR (e.g., errors and/or omissions in determinations, procedures, and/or processes; misclassification of the project; missed steps in the ER process; etc.).

No ‘partial’ points will be awarded for incomplete or insufficient ER documents. **DO NOT** submit partial ER documents or those that are not ready for DEHCR’s review and certification. They will be disregarded and no points will be awarded.

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CDBG-PF & CDBG-PLNG APPLICATION FORMS:

ATTACHMENTS & SUPPORTING DOCUMENTATION CHECKLIST

- Checklist in the Application must be completed
- Provides guidance on required vs. optional or “if applicable” Attachments
- Some documents required for PF are not required for PLNG

PUBLIC FACILITIES APPLICATION ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST				
Topic	Documents	Required With All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopted Citizen Participation Plan (CPP) (see Part 3 - Initial Eligibility Certification)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	2. Citizen Participation Public Hearing Notice (with proof of publication (if required by CPP) and/or posting (if required by CPP and proof of adequate advance notice provided (which must be at least 2 weeks (14 days) notice or the equivalent of a Class 2 notice) in accordance with the UGLG's CPP in effect on the date of the first notice)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	3. Citizen Participation Public Hearing Certification Form	✓	<input type="checkbox"/>	<input type="checkbox"/>
	4. Public Hearing Meeting Minutes	✓	<input type="checkbox"/>	<input type="checkbox"/>
	5. List of Public Hearing Attendees (either listed in the Public Hearing Meeting Minutes or on separate Sign-in Sheet)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	6. Policy for Non-violent Civil Rights Demonstrations Prohibiting the Use of Excessive Force and Enforcing State/Local Laws Prohibiting Physically Blocking of Entrances/Exits	✓	<input type="checkbox"/>	<input type="checkbox"/>
Financial	7. Project Budget & Matching Funds Form	✓	<input type="checkbox"/>	<input type="checkbox"/>
	8. Detailed Itemization of Project Costs	✓	<input type="checkbox"/>	<input type="checkbox"/>
	9. Authorizing Resolution to Commit Matching Funds & Certification of Match Funds Secured	✓	<input type="checkbox"/>	<input type="checkbox"/>
	10. Proof of Match Funds Secured and Committed to CDBG Project	✓	<input type="checkbox"/>	<input type="checkbox"/>
	11. Match Funding Waiver Request Letter (with supporting documentation for an economic benefit), (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	12. Proof of Current Water/Sanitary Sewer Rates (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Project Area / Service Area Maps	13. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	14. Map(s) of Project Area (nature and location(s) of project activities)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	15. Map(s) of Service Area (location(s) of primary beneficiaries)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Income Survey	16. Map(s) of Utility Services in Service Area (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	17. LMI Calculation Worksheet for Multiple Jurisdictions (Form B of the Income Survey Data Forms document) (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Limited Clientele	18. Income Survey Approval Certification Letter from DEHCR (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	19. Letter from Limited Clientele Facility/Program (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Fair Housing	20. Income Limits Used by Limited Clientele Facility/Program (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	21. Fair Housing Ordinance	✓	<input type="checkbox"/>	<input type="checkbox"/>
Slum & Blight	22. Slum and Blight Certification (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	23. Slum and Blight supporting documentation (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Acquisition/Relocation	24. Responder RFP/Procurement and Relocation Assistance Plan (RADRAP)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Project Need	25. Project Need Supporting Documentation		<input type="checkbox"/>	<input type="checkbox"/>
Planning	26. Planning supporting documentation (e.g. relevant sections from adopted comprehensive plan, community redevelopment plan, etc.)		<input type="checkbox"/>	<input type="checkbox"/>

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: ATTACHMENTS & SUPPORTING DOCUMENTATION COVER PAGES

- Grantees must use the **Cover Pages** provided in the Application to organize and compile Attachments in the prescribed order listed

<p>CITIZEN PARTICIPATION ATTACHMENTS AND SUPPORTING DOCUMENTATION</p> <p>Attach this cover page, followed by the documents in the order listed below, to the end of the Application <i>after</i> (immediately following the Attachments & Supporting Documentation Checklist page(s)).</p> <p>Attachments:</p> <ol style="list-style-type: none">1. Adopted Citizen Participation Plan (CPP) (with date of adoption shown on Plan and with required components) – required for <i>all</i> applicants2. Citizen Participation Public Hearing Notice (with proof of publication <i>if</i> required by CPP) and/or clear certification of physical postings <i>if</i> required by CPP; demonstrating adequate advance notice was given, which must be at least 2 weeks (14 days) notice or the equivalent of a Class 2 Notice, in accordance with the UGLG's CPP in effect on the date of the first notice) – required for <i>all</i> applicants3. Citizen Participation Public Hearing Certification Form – required for <i>all</i> applicants4. Public Hearing Meeting Minutes – required for <i>all</i> applicants5. List of Public Hearing Attendees (either listed in Public Hearing Meeting Minutes or on separate Sign Sheet) – required for <i>all</i> applicants6. Policy for Non-Violent Civil Rights Demonstrations – Prohibiting the Use of Excessive Force and Enforcing State and Local Laws Prohibiting Physically Barred Entrances/Exits (with date of adoption/approval shown on policy and with required language) – required for <i>all</i> applicants <p><i>Failure to submit the Citizen Participation documents listed above and demonstrate compliance with all CPP, citizen participation public hearing, and non-violent civil rights demonstrations policy requirements may disqualify the UGLG's application.</i></p> <p><i>(Refer to the Part 3 – Certifications in the CDBG-PF Application Instructions for further guidance on Citizen Participation and Public Hearing Notice requirements)</i></p>	<p>FINANCIAL ATTACHMENTS AND SUPPORTING DOCUMENTATION</p> <p>Attach this cover page, followed by the documents in the order listed below, to the end of the Application <i>after</i> the Citizen Participation attachments.</p> <p>Attachments:</p> <ol style="list-style-type: none">7. Project Budget & Matching Funds Form – required for <i>all</i> applicants <i>All project costs (including costs for grant administration, architectural/engineering, and other professional services that are provided by a 3rd party (rather than the UGLG's employees)) must be included on the Project Budget & Matching Funds Form. Omission may deem the application incomplete.</i>8. Detailed Itemization of Project Costs (e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Project Budget and Matching Funds Form) – required for <i>all</i> applicants <i>All project costs (including costs for grant administration, architectural/engineering, and other professional services that are provided by a 3rd party (rather than the UGLG's employees)) must be included in the detailed itemization of project costs. Omission may deem the application incomplete.</i>9. Authorizing Resolution to Commit Matching Funds and Certification of Matching Funds Secured – required for <i>all</i> applicants10. Proof of Match Funds Secured and Committed to the CDBG Project – required for <i>all</i> applicants <i>(Proof of 100% Match Committed and Secured is required to be eligible to apply for CDBG-PF funds.)</i>11. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) – required only if UGLG is requesting a waiver to the minimum match funding requirements12. Proof of Current Water/Sanitary Sewer Rates (e.g., rate statements) distributed to or published for customers, copy of rates posting on municipality's website, or similar document) – required only for water/sanitary sewer improvement projects13. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage – required only for water/sanitary sewer improvement projects	<p>PROJECT AREA/SERVICE AREA ATTACHMENTS AND SUPPORTING DOCUMENTATION</p> <p>Attach this cover page, followed by the documents in the order listed below, to the end of the Application <i>after</i> the Financial attachments.</p> <p>Attachments:</p> <ol style="list-style-type: none">14. Map(s) of Project Area (clearly showing project activity location(s) and nature/type of work being completed) – required for <i>all</i> applicants<ol style="list-style-type: none">a. Show the locations of the water/sewer mains, streets and/or other utilities to be improved where applicableb. Show the location(s) of the buildings or other facilities being built and/or improved where applicable15. Map(s) of Service Area (clearly showing the location of the beneficiaries, including the boundaries of the area in which the primary beneficiaries of the project reside, in relation to the project area boundaries) – required for <i>all</i> applicants<ol style="list-style-type: none">a. Show borders of the municipality if project will have community-wide benefitb. Show census block group/tract boundaries if HUD LMSD for census block group/tracts are used to qualify the project16. Map(s) of Utility Services in the Service Area (showing the water/sewer system components, mains, and connections) – required only for water and/or sanitary sewer projects17. LMI Calculation Worksheet for Multi-Jurisdiction Projects (Form 8 of the Income Survey Data Forms document) – required only if UGLG calculated LMI of service area using HUD LMSD for multiple local governments and/or census block group/tracts (i.e., jurisdictions) only <i>(Note: Projects using a combination of HUD LMSD and income survey data for multiple jurisdictions must receive the Income Survey Approval Certification from DEHCR for the survey results prior to CDBG-PF Application submission in accordance with the specifications in the current Income Survey Guide)</i>
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CDBG-PLNG APPLICATION SUBMISSION

CDBG-PLNG Application

- Must have pre-application meeting with DEHCR prior to application submission
- Applications accepted on an ongoing basis
- Must submit CDBG-PLNG Application via email to DOACDBG@wisconsin.gov
- Submit 1 Application (electronic CEO signature in Part 2 **and** Part 3 required), following the specifications in the CDBG-PLNG Application Instructions
- ALL pages of the Application must be standard 8.5" x 11" size
- Awards made to eligible projects on a first-come first-served basis until all CDBG-PLNG funding has been expended for the program year

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APPLICATION SUBMISSION

CDBG-PF Application:

- Must email DEHCR at DOACDBG@wisconsin.gov to **request a Microsoft Teams link** for Application documents submission prior to the CDBG-PF Application due date
- **CDBG-PF Application** (including the completed CDBG-PF Application Form and all “Application Attachments and Supporting Documents”; *excluding* A/E plans and specs and Environmental Review) must be submitted as **one** PDF document using the Microsoft Teams link issued by DEHCR (following the instructions that will be provided by DEHCR with the link)
- **ALL** pages of the CDBG-PF Application PDF document must be 8 ½” x 11” size
- Application must be **received by** DEHCR no later than **4:00 p.m. (CST) on Thursday, May 18, 2023.** ***Late submissions will NOT be accepted.***

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APPLICATION SUBMISSION

CDBG-PF Application: (continued)

- Electronic CEO signature must be in Part 2 **and** Part 3 of the CDBG-PF Application form, following the specifications in the CDBG-PF Application and Application Instructions
- **A/E biddable design plans and technical specs** must be submitted as **one** PDF document (including the completed Architect/Engineer Certification as the cover page (page 1)) **using the Microsoft Teams link** issued by DEHCR for the Application documents (and following the instructions that will be provided by DEHCR with the link); and **received by** DEHCR no later than **4:00 p.m. (CST) on Thursday, May 18, 2023** for scoring consideration. ***Late submissions will not be scored.***
- A/E document should be on 8 ½” x 11” pages, but exceptions for large pages for documents such as architectural designs may be allowed, contingent upon all A/E documents still being submitted in **one** PDF document.

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APPLICATION SUBMISSION (CONTINUED)

CDBG-PF Application: (continued)

- If submitting an **Environmental Review (ER)**, it must be submitted to the DOA Environmental Desk via email to DOAEnvironmentalDesk@wisconsin.gov (following the specifications in Chapter 4 of the CDBG Implementation Handbook); and *received by* the DOA Environmental Desk no later than **4:00 p.m. (CST) on Thursday, May 18, 2023** for scoring consideration. *Late submissions will not be scored.*

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APPLICATION SUBMISSION (CONTINUED)


- Non-compliance with Application documentation and submission requirements may result in Application being deemed ineligible
- Incomplete applications may **NOT** be reviewed
 - Incomplete **PF** Applications will be denied and disqualified from being considered for an award (due to the PF Program being a *competitive* grant program)
 - Incomplete **PLNG** Applications will be denied and the UGLG will be required to revise and re-submit all or portions of the CDBG-PLNG Application for further consideration.

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CDBG-PF & CDBG-PLNG APPLICATION FORMS

Questions?



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COMMUNITY DEVELOPMENT BLOCK GRANT
FOR PUBLIC FACILITIES (CDBG-PF) AND PLANNING (CDBG-PLNG)

APPLICATION ATTACHMENTS



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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
AUTHORIZING RESOLUTION TO SUBMIT CDBG APPLICATION

▪ Required for ALL PF and PLNG Applicants;

▪ Must pass resolution prior to submission of CDBG Application

Template for this resolution and other forms/templates/samples are provided among Application Attachments linked on PF and PLNG Program websites

Division of Energy, Housing and Community Resources
Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

Authorizing Resolution to Submit a
Community Development Block Grant (CDBG)
Application

Relating to the _____ of _____ participation in the
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)
Community Development Block Grant _____ Program
(Name of Program, e.g., Public Facilities (CDBG-PF), Planning (CDBG-PLNG))

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a _____
(Activity and Program, e.g., Public Facility Improvement for the CDBG-PF Program; Plan for the CDBG-PLNG Program)
for the _____ of _____;
(County, City, Village, or Town) (UGLG's Name)

WHEREAS, after public meeting and due consideration, the _____
(Name of Appropriate Committee)
has recommended that an application be submitted to DOA for the following project:

(CDBG Proposed Project Title); and

WHEREAS, it is necessary for the _____ to
(County Board, City Council, Village Board, Town Board)
approve the preparation and filing of an application for the _____ to
(County, City, Town, Village)
receive funds from this program; and

WHEREAS, the _____ has reviewed the
(County Board, City Council, Village Board, Town Board)
need for the proposed project(s) and the benefit(s) to be gained there from;

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN - TEMPLATE

▪ Required for ALL PF and PLNG Applicants.

▪ Must be adopted/in place and current prior to submission of CDBG Application.

TEMPLATE Revised Template!

(Print on Municipal Letterhead or Plain Sheets – Remove DEHCR header and footer text; and remove the "Template" language above and below. This template has the required sections and content for a CDBG Citizen Participation Plan. Contact DEHCR for approval if considering omitting any of this content from the UGLG's CPP.)

[Unit of General Local Government (UGLG) Name, e.g. Village of Yourville]

Citizen Participation Plan for the
Community Development Block Grant (CDBG) Program

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the [UGLG Name], the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – PROGRAM OVERSIGHT

PROGRAM OVERSIGHT

1. The [UGLG Name] shall create a Citizen Participation Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the [UGLG Type] [Governing Body Name]. This Committee shall be responsible for implementation of the Citizen Participation Plan (CPP), as well as offering guidance in preparation of the grant application.

The [UGLG Name] shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the [UGLG Name] shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – CITIZEN PARTICIPATION / PUBLIC HEARINGS

CITIZEN PARTICIPATION

1. The [UGLG Name] shall establish a committee composed of persons representative of the [UGLG Name] demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the [UGLG Name].

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the [Local Newspaper Name] as a [Select Hearing Timing/Type From Drop-Down Options: "2-week (14 days)" OR "class 2" OR "2-week (14 days) or class 2"] notice prior to the hearing date. In addition, the public notice shall be posted at the [UGLG Name] [UGLG Municipal Administrative Building Name]. These notices will include the time, place and date of meetings, as well as a brief agenda.

2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – PUBLIC HEARING NOTICE

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10 Posting/ Publication Date	11 DAY 1	12 DAY 2	13 DAY 3	14 DAY 4
15 DAY 5	16 DAY 6	17 DAY 7	18 DAY 8	19 DAY 9	20 DAY 10	21 DAY 11
22 DAY 12	23 DAY 13	24 Hold Hearing DAY 14	25	26	27	28
29	30	1	2	3	4	5
6	7	NOTES: First day of publication does NOT count toward 14-day notice period.				

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – PUBLIC HEARINGS

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:

a. Community development needs, objectives, and strategies.

b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.

2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.

3. The first public hearing shall be held during the development of the application or funds.

4. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation has begun and is in progress.

5. The [UGLG Name] will attempt to have at least one of the public hearings in the service area.

(New/Revised)

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – PUBLIC HEARINGS

Refer to Public Hearing Notice Templates Provided by DEHCR for required content for Hearing Notices and Agenda.

IMPORTANT NOTICE:

The second public hearing shall be held DURING the implementation of the program (i.e., AFTER construction has begun and while it is in progress (for PF projects), or AFTER the planning process has begun and while it is in progress (for PLNG projects) and BEFORE the end of construction (for PF projects) or BEFORE the Plan is completed and approved by the UGLG (for PLNG projects).

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – COMPLAINTS & DEHCR CONTACT

COMPLAINTS

The [UGLG Name] will handle citizen complaints about the program in a timely manner. By federal regulation the [UGLG Type] will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to [Contact Name and Title].

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources, 9th Floor
P.O. Box 7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – ACCOMMODATIONS

ACCOMMODATIONS

The [UGLG Name] will respond to residents’ requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws; and include instructions for making accommodation requests in hearing notices.

NON-ENGLISH SPEAKING PERSONS

The [UGLG Name] will regularly review the demographic data of the municipality and survey a CDBG project area and/or service area if deemed necessary to identify non-English speaking persons; and will take steps to assure them equal opportunity in the citizen participation process.

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PUBLIC HEARING CERTIFICATION FORM

Clerk or designated representative may certify public hearing content.

Must cover:

- CDBG Program(s) to which the UGLG is applying (for which the hearing was held) & related eligible activities

CITIZEN PARTICIPATION CERTIFICATION
for Public Hearing #1

I, _____, on behalf of the _____ of _____, hereby certify that adequate notice of the public hearing was provided by means of (select one):
a. ☐ Fourteen (14) days, or more, advance notice print publication in the local newspaper;
b. ☐ A Class 2 notice print publication in the local newspaper; or
c. ☐ Other: _____, fully describe the notice method/process used.

In accordance with the currently adopted Citizen Participation Plan (effective at the time of publication), and that the following checked topics were discussed at the Community Development Block Grant (CDBG) Citizen Participation Public Hearing held at _____ on _____ (Date Month, Day, Year):

Items Discussed at the Public Hearing	Agenda Items / Topics Covered
<input type="checkbox"/>	1. Basic overview of the Community Development Block Grant (CDBG) program. (Required)
<input type="checkbox"/>	2. The Community Development Block Grant (CDBG) funds available for (Check all that apply – Required to identify CDBG Program(s) to which UGLG is applying): a. <input type="checkbox"/> Coronavirus (CDBG-CV); b. <input type="checkbox"/> Economic Development (CDBG-ED); c. <input type="checkbox"/> Housing (CDBG-HSG); d. <input type="checkbox"/> Planning (CDBG-PLNG); e. <input type="checkbox"/> Public Facilities (CDBG-PF); f. <input type="checkbox"/> Public Facilities for Economic Development (CDBG-PFED); and/or g. <input type="checkbox"/> Other: _____
<input type="checkbox"/>	3. Types of activities eligible for CDBG funding for (Check all that apply – Required to identify eligible activities for CDBG Program(s) to which UGLG is applying): a. <input type="checkbox"/> Coronavirus response; b. <input type="checkbox"/> Economic development; c. <input type="checkbox"/> Housing: i. <input type="checkbox"/> Rehabilitation ii. <input type="checkbox"/> Homebuyer Assistance iii. <input type="checkbox"/> Special Housing Projects

(continued on the next page)

Revised Template!

Public Hearing Notice #1 Template and this Certification provide guidance on required Hearing Notice Content/Agenda

Select/checkmark only those items that **currently apply** to your proposed Application.

Select/checkmark only those items that **currently apply** to your proposed Application.

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

CITIZEN PARTICIPATION PUBLIC HEARING CERTIFICATION FORM

Must cover:

• Housing needs

• Community Development needs

• Activities of CDBG project

• Potential Residential and Non-Residential Displacement

• Public Comment/Input

iv. ☐ Housing - Other: _____

v. ☐ Housing - Other: _____

vi. ☐ Planning activities for community development;

vii. ☐ Public facilities improvements;

viii. ☐ Public facilities improvements for economic development, and/or

ix. ☐ Other: _____

☐

4. Housing needs identified prior to the Public Hearing and by attendees during the Public Hearing. (Required - must be covered regardless of the focus of the CDBG project to comply with federal regulations)

☐

5. Community Development needs (e.g., activities involving planning, public facilities, economic development, other development for coronavirus, disaster or other emergency response, etc.) identified prior to the Public Hearing and by attendees during the Public Hearing. (Required)

☐

6. Activities proposed for the CDBG application. (Required)

☐

7. The potential for residential and/or business displacement as a result of the proposed CDBG activities. (Required if any potential for possible displacement)

☐

8. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application. (Required)

Signature of the Municipal Clerk or Designated Authorized Representative _____ Title (if Organization if not from UGLG) _____ Date Signed _____

Signature of the Chief Elected Official (CEO) _____ Title _____ Date Signed _____

Typed Name of the Chief Elected Official (CEO) _____

The UGLG must submit this Certification with the other required citizen participation documents in the "Citizen Participation Attachments & Supporting Documents" section of the CDBG Application.

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

CITIZEN PARTICIPATION – POLICY ON CIVIL RIGHTS DEMONSTRATIONS

SAMPLE

(Print on Municipal Letterhead or Plain Sheet – Remove DEHCR header/footer notes and "Sample" Language above and "Note" here. NOTE: The UGLG must have a policy adopted/in place prior to submission of the CDBG application that explicitly includes the specifications in items I. and II. in the sample language below. If this policy is contradictory to other existing local law enforcement policy, the local law enforcement policy must be updated to be consistent.)

[Unit of General Local Government (UGLG) Name, e.g., Village of Yourville]

POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE

AND TO ENFORCE APPLICABLE STATE AND LOCAL LAWS

PROHIBITING PHYSICALLY BARRING ENTRANCES/EXITS

FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS

RESOLUTION NO. [RESOLUTION #]

A resolution of the [NAME OF UGLG GOVERNING BODY] of the [UGLG NAME], to adopt the policy to prohibit the use of excessive force and to enforce applicable state and local laws prohibiting physically barring entrances/exits for non-violent civil rights demonstrations:

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the [UGLG NAME] to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

I. It is POLICY of the [UGLG TYPE] to prohibit the use of excessive force by law enforcement agencies within the [UGLG TYPE]'s jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

II. It is POLICY of the [UGLG TYPE] to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the [UGLG TYPE]'s jurisdiction.

III. The officials and employees of the [UGLG TYPE] shall assist in the orderly prevention of all excessive force within the [UGLG NAME] by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

IV. The [UGLG GOVERNING BODY NAME] directs the [LOCAL LAW ENFORCEMENT AGENCY CHIEF OFFICIAL TITLE] to implement this Resolution by amending applicable [LOCAL LAW ENFORCEMENT AGENCY] procedures.

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

FAIR HOUSING ORDINANCE

- Fair Housing Ordinance must reflect current State Statutes citation and language (ss.106.50)
- Obsolete language will result in Application being deemed **ineligible**

SAMPLE

(Print on Municipal Letterhead or Plain Sheet -- Remove DEHCR header/footer notes and "Sample" Language above)

[UGLG Name, e.g., Village of Yourville]

Fair Housing Ordinance

Ordinance #. [Ordinance Section/Number]

Fair and Open Housing

[Ordinance #] State Statutes Adopted

[Ordinance #] Authority and Enforcement Procedures Implemented

[Ordinance #] Complaints

[Ordinance #] STATE STATUTES ADOPTED.

The [Name of Governing Body] of the [UGLG Name] hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

[Ordinance #] AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

The officials and employees of the [UGLG Name] shall assist in the orderly prevention and removal of all discrimination in housing within the [UGLG Name] by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

Section [Section #] COMPLAINTS.

The [UGLG Type] Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the [UGLG Name] to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

ACQUISITION/RELOCATION - RADRAP

- Required for ALL PF and PLNG Applicants;
- Use Sample for required language
- Steps/actions to minimize displacement should be customized for your community

SAMPLE

[UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME]
WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) is prepared by the [UGLG Name] in accordance with the Housing and Community Development Act of 1974, as amended, and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG projects.

Minimize Displacement
Consistent with the goals and objectives of activities assisted under the Act, the [UGLG Name] will take the following steps to minimize the direct and indirect displacement of persons from their homes: *(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities. Include in this plan the actions the local jurisdiction will take.)*
(Check all that apply below; delete any steps that will not be taken/are not applicable; add steps if others will be taken/are applicable)

- ☐ Coordinate code enforcement with rehabilitation and housing assistance programs.
- ☐ Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- ☐ Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- ☐ Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- ☐ Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- ☐ Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
ACQUISITION/RELOCATION - RADRAP

■ Must have “one-to-one replacement” clause for replacing LMI housing

➔

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the [UGLG Name] may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

■ Must be signed by Chief Elected Official

➔

Adopted by the [UGLG Name] [UGLG Governing Body Name] on: [Date Adopted].

Chief Elected Official (CEO) Typed/Printed Name

CEO Title

Chief Elected Official Signature

ATTEST:

Municipal Clerk Typed/Printed Name

Municipal Clerk Title

Municipal Clerk Signature

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
SLUM & BLIGHT CERTIFICATION (PAGE 1)

■ Options:

➤ Area Basis

➤ Spot Basis

■ Must meet requirements as listed.

SLUM & BLIGHT
CERTIFICATION and COMPLIANCE

How will your proposed project qualify for the Slum & Blight National Objective? ☐ Area Basis ☐ Spot Basis

For Area Basis projects:

1. As required by 24 CFR 570.483, has your community officially designated the area meeting the definition of a slum, blighted, or deteriorated area under state or local law? ☐ Yes ☐ No

2. Federal regulations require that at least 25 percent of properties throughout the area experience one or more of the five conditions listed below.

Indicate which conditions are applicable to your project. You **must** attach relevant supporting documentation to this Slum & Blight Certification form to demonstrate that the area meets each of the selected conditions based on language found in 24 CFR 570.483.

☐ Physical deterioration of buildings or improvements

☐ Abandonment of properties

☐ Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings

☐ Significant declines in property values or abnormally low property values relative to other areas in the community

☐ Known or suspected environmental contamination

3. Use the space (provided on the next page) to describe how the activity or activities for which you are requesting assistance will address one or more of the conditions that contributed to the deterioration of the area.

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- Must be signed by Chief Elected Official (CEO)
- Include supporting documentation in Application Attachments

For Spot Basis Projects:

1. Under CDBG regulations, only certain activities can be undertaken to prevent slum and blight on a spot basis. Indicate, using the list below, the activities for which you will use CDBG funds if your project is selected:

☐ Acquisition

☐ Clearance

☐ Relocation

☐ Historic Preservation

☐ Remediation of Environmentally Contaminated Properties

☐ Rehabilitation of Buildings or Improvements (limited to eliminating conditions detrimental to public health and safety)

2. Use the space below to describe the conditions of slum or blight at the project location and how the activity or activities for which you are requesting assistance will address the condition(s). Attach relevant supporting documentation as needed.

[Description of the conditions of slum & blight that currently exist at the project location(s) and how the proposed activity, or activities, will address the condition(s).]

Signature of the Chief Elected Official

Typed Name of the Chief Elected Official

Title

Name of the Unit of General Local Government (UGLG)

Date

Date

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- Must show calculation of rates for Annual Usage of 70,000 Gallons [PF – Part 7]

Residential Water Rates:	
Water Rate Table:*	\$2.50 per 1,000 gallons for First 30,000 Gallons Used per Quarter \$1.95 per 1,000 gallons for Over 30,000 per Quarter
Average Gallons Used (Residential) Each Quarter:	20,000 gallons
Charge for 70,000 Gallons Annual Residential Water Usage:	Quarter 1 based on 20,000 gallons: $\$2.50 \times 20 = \50.00 Quarter 2 based on 20,000 gallons: $\$2.50 \times 20 = \50.00 Quarter 3 based on 20,000 gallons: $\$2.50 \times 20 = \50.00

Residential Sewer Rates:	
Sewer Rate Table:*	\$10.00 per 100 Cu. Ft. (100 Cu. Ft. Equals 748 Gallons)
Charge for 70,000 Gallons Annual Residential Usage	70,000 Gallons ÷ 748 Gallons [100 Cu. Ft.] = 93.58 $93.58 \times \$10.00 =$ \$935.80 Average Charge for 70,000 Gallons Usage
Average Residential Meter Size:	1"
Base Meter Charges for Average Residential Meter Size:*	\$6.00/month City + \$5.00/month JayCoMet = \$11.00/month for 1" Meter Size $\$11.00/\text{month} \times 12 \text{ months} =$ \$132.00/year Average Annual Meter Charge
TOTAL AVERAGE RESIDENTIAL SEWER RATES PER YEAR FOR 70,000 GALLONS USAGE	\$935.80 Sewer Charge for 70,000 Gallons + \$132.00 Meter Charges = \$1,067.80 Annually

**A Copy of the Customer Rate Schedule Printed from City of Yourtown's Website is Attached as Proof of Water and Sewer Rates.*

Revised Sample!
(Form format
only)

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CDBG-PF APPLICATION ATTACHMENT ONLY
FINANCIAL – RECORD VERIFYING WATER/SEWER RATES

Must provide printed record verifying Water/Sewer Rates (e.g., web posting, standard customer notice or billing statement, etc.) [PF – Part 7]

City of Ladysmith, Wisconsin

Utility Rates

Meter Size	Quarterly Sewer Rate
5/8" Meter	\$ 22.50
1" Meter	\$ 36.00
1 1/4" Meter	\$ 54.00
1 1/2" Meter	\$ 72.00
2" Meter	\$120.00
3" Meter	\$216.00
4" Meter	\$324.00

Current sewer rates

Meter Size	City Monthly	Water Monthly
5/8"	\$ 6.50	\$3.61
3/4"	\$ 6.50	\$3.61
1"	\$ 9.27	\$5.03
1 1/4"	\$ 9.18	\$12.54
1 1/2"	\$10.54	\$10.00
2"	\$13.37	\$20.88

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
FINANCIAL – AUTHORIZING RESOLUTION TO COMMIT MATCH & CERTIFICATION OF MATCH FUNDS SECURED

Revised Template!

Submission Required
(no longer optional)

TEMPLATE

[Unit of General Local Government (UGLG) Full Name, e.g. Village of Yourville]

Authorizing Resolution to Commit Match Funds & Certification of Match Funds Secured

RESOLUTION NO. [NUMBER]

A RESOLUTION OF THE [GOVERNING BODY] OF THE [UGLG TYPE] OF [UGLG NAME], providing a Guarantee of Match Funds for the [YEAR] Community Development Block Grant [GRANT APPLICATION TYPE (e.g., Public Facilities (CDBG-PF), or Planning (CDBG PLNG)) Application

Related to the [UGLG TYPE] of [UGLG NAME]'s participation in the Community Development Block Grant (CDBG) Program;

WHEREAS, federal monies are available under the CDBG [PROGRAM APPLICATION TYPE, e.g., Annual Public Facilities Competition, or Planning Continuous Application], administered by the State of Wisconsin Department of Administration, for the purpose of [the provision or improvement of public facilities" OR "pursuing planning that serves the community and public good" OR (state other purpose of program to which the UGLG is applying)], and

WHEREAS, the [GOVERNING BODY] of the [UGLG TYPE] of [UGLG NAME] has authorized the submission of a CDBG [PROGRAM APPLICATION TYPE, e.g. Public Facilities, or Planning] Application to the State of Wisconsin for the following project: [PROJECT TITLE]; and

WHEREAS, an adequate local financial match must be provided for the proposed CDBG [PROGRAM APPLICATION TYPE, e.g. Public Facilities, or Planning] project by the [UGLG TYPE] of [UGLG NAME]

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Submission Required
(no longer "optional")

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- Must provide detailed cost estimate of project *[PF – Part 6]*
- Must include ALL costs paid to external entities – including engineering, grant administration, etc.

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CDBG-PF APPLICATION ATTACHMENT ONLY

PROJECT READINESS – ARCHITECT/ENGINEER CERTIFICATION

New Template!

Refer to *CDBG-PF Application Instructions* for A/E documentation guidance.

Must include this Certification form as the cover page (page 1) of Biddable A/E Design Plans & Technical Specs document (if submitting for Project Readiness Scoring)

Submit via Microsoft Teams link

Earn 30 Points if A/E document submission meets all requirements

ARCHITECT/ENGINEER CERTIFICATION
of Biddable A/E Design Plans & Technical Specifications

for
(UGLG Name - insert unit of general local government's (UGLG's) name that is the Grant Applicant, e.g., Village of Yourville)
(Project Title - insert name of proposed project for the grant application, e.g., State Street and Wisconsin Avenue Street & Utility Infrastructure Improvements) Project

I, (Architect/Engineer Name - insert architect's/engineer's first and last name, e.g., "Jane Smith"), on behalf of (UGLG Name - insert UGLG/Applicant name, e.g., "Village of Yourville"), certify that I am a licensed (enter "Architect" and/or "Engineer", whichever is applicable) and certify that the architectural/engineering (A/E) design plans and technical specifications included and submitted with this certification for the Community Development Block Grant Public Facilities (CDBG-PF) Application are complete for the bidding process, ready for inclusion in the bidding packet(s) for the construction contracting procurement process(es) for the proposed project referenced above.

Architect/Engineer Certification Signature:

Signature of Licensed Architect/Engineer

Date Signed

Typed or Printed Name of Engineer/Architect and Professional Certification initials (e.g., P.E., P.S., AIA, NCARB, etc.)

Professional Title

Date of Expiration of Professional License

Firm/Company/Organization Name

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CDBG-PF APPLICATION ATTACHMENT ONLY

PROJECT READINESS – ENVIRONMENTAL REVIEW (ER)

Refer to *CDBG-PF Application Instructions* for Environmental Review guidance (reference to Chapter 4 of *CDBG Implementation Handbook*).

Submit completed full ER to DOAEnvironmentalDesk@wisconsin.gov **or** submit ER Certification letter from DEHCR with PF Application Attachments for Project Readiness scoring consideration

Earn 10 Points if ER documentation meets all submission requirements.

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
Tony Evers, Governor
Kathy Blumenfeld, Secretary-designee
Susan Brown, Division Administrator

February 28, 2023

The Honorable Jane Smith, Mayor City of Yourville
111 W. Main Street
P.O. Box 100
Yourville, WI 53111

RE: Environmental Certification for Community Development Block Grant--Public Facilities (CDBG PF)
Project - City of Yourville CDBG PF 21-04

Dear Mayor Smith:

We have received the information you submitted to the Department of Administration regarding the CDBG-PF project for the City of Yourville.

You determined that the project for well and pump/house construction activities required the preparation of an Environmental Assessment per regulations contained in 2007R Part 58.36 & 58.40 (including, but not limited to, 58.6, where applicable), the publication of a Combined Notice of Findings of No Significant Impact on the Environment and Notice of Intent to Request Release of Funds and the submission of a Request for Release of Funds and Certifications (HUD 7015.16).

You have satisfactorily completed your responsibility pursuant to Section 104(f) of Title I of the Housing and Community Development Act of 1974. When a contract has been signed, CDBG funds will be available when all related paperwork has been completed.

A copy of this letter must be maintained in the community's/agency's project files. This project's environmental certification is subject to certification through monitoring of your project files at a later date. If you have any questions concerning this matter, please contact your Project Representative.

Respectfully,

Juli Speck

Environmental Compliance Officer
Division of Energy, Housing and Community Resources

Enc. Authority to Use Grant Funds (HUD 7015.16)

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
PROJECT AREA & SERVICE AREA MAP COMBINED EXAMPLE #1

Must show:

▪ Location of project *[or focus location of Plan for PLNG]*

▪ Types of work proposed and where each activity will occur *[PF Only]*

▪ Location of all residences/families included in service area (i.e., the beneficiaries)

Key:
Street Reconstruction
Sanitary Sewer Main Replacements

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
SERVICE AREA/SURVEY AREA MAP EXAMPLE #1 (SATELLITE VIEW)

▪ May need to submit additional map(s) to verify the nature of the service area (e.g., residential; downtown historic ‘Main Street’ business district blocks, etc.

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
SERVICE AREA/SURVEY AREA MAP EXAMPLE #2

1st St. Families in Survey
Selection/ Service Area

V700_WISCONSIN_PARCELS_POLK

SERVICE AREA BOUNDARY

2nd St. Families in Survey
Selection/ Service Area

Households not served
off of 2nd St.

Vacant Lots

#8 - Non Respondent

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
PROJECT AREA/SERVICE AREA MAP EXAMPLE – COMMUNITY-WIDE

Community-wide Benefit Service Area Map may be map of UGLG’s borders (use online map application, e.g., GoogleMaps, MapQuest, etc.);

Have option of adding Project Area on same map (DEHCR must be able to read street names, etc.)

Community Center Location

Leola, Wisconsin
44.161505, -89.689158

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CDBG-PF APPLICATION ATTACHMENT ONLY
PROJECT AREA – UTILITY MAP EXAMPLE #1

Water/ Sewer project applications must include the water/ sewer map(s)

PROJECT AREA: W. WALNUT ST. WATER, SANITARY SEWER, STREET, & STORM SEWER REPLACEMENTS/IMPROVEMENTS

NOTE: This utility map is missing lateral connections and system components so one or more additional utility maps may be required depending on the nature of the project and service area.

The map shows a street grid with W. Walnut St. highlighted in red. A red arrow points to the project area. The legend includes: Manhole, Gravity Mains (all other values, ABS Plastic, High Density Polyethylene, Polyvinyl Chloride, Reinforced Concrete, Reinforced Plastic (Truss), Transite, Vitrified Clay, Unknown), Abandoned Main, Force Main, Service Lateral, Comminutor, Lift Station, Treatment Plant, Parcel, and Municipal Boundary.

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CDBG-PF APPLICATION ATTACHMENT ONLY
PROJECT AREA – UTILITY MAP EXAMPLE #2

Project may require Utility Map(s) needing to include major water/sewer system components in addition to mains

Utility Map may also serve as Project Area Map if types of activities and locations of activities are also identified on map

The map shows a street grid with various utility lines. The legend includes: WATER VALVE-TOTAL=97, FIRE HYDRANT-TOTAL=41, 8" WATER MAIN, 6" WATER MAIN, 4" WATER MAIN, 2" WATER MAIN, SERVICE AREA, and PROJECT LOCATION AREA.

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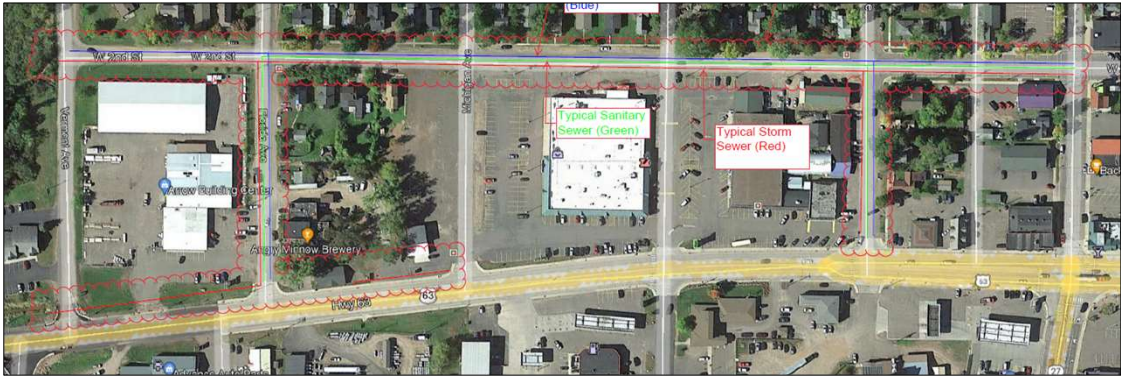
(REVISED) v.2023-01-26

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CDBG-PF APPLICATION ATTACHMENT ONLY

PROJECT AREA – UTILITY MAP EXAMPLE #3A

- Project may require multiple maps to show mains and lateral connections. Refer to map below and Example #3B on the next slide, which together mark the utility mains, laterals, and water and sewer mains, and total Project Area.



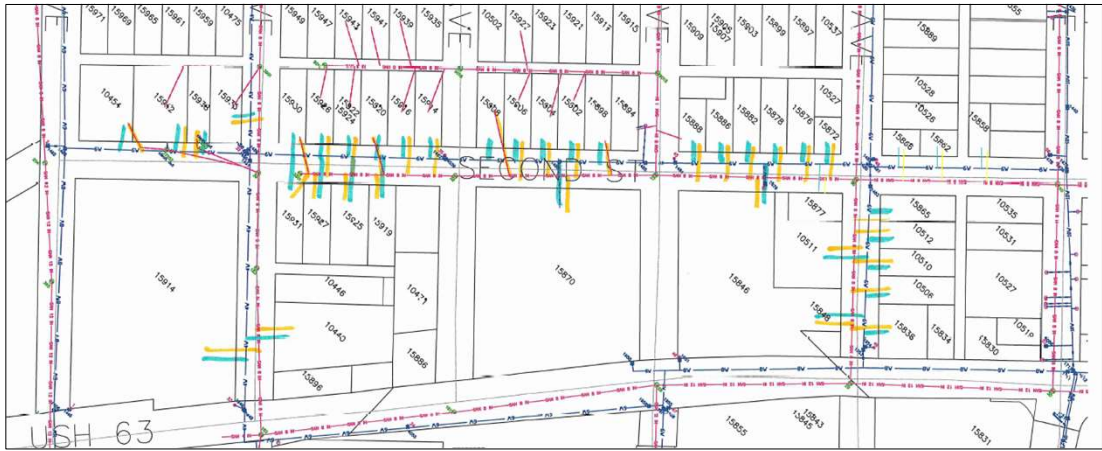
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PROJECT AREA – UTILITY MAP EXAMPLE #3B

- Map below is secondary view of Example #3A showing lateral connections in the Project Area.



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WEB RESOURCES

- State of Wisconsin Department of Administration - Division of Energy, Housing and Community Resources (DEHCR) Bureau of Community Development (BCD) Website:
<https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx>
- State of Wisconsin Department of Administration (DEHCR-BCD) CDBG Implementation Handbook:
<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>
- State of Wisconsin Department of Revenue Town, Village and City Taxes Bulletin
<https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx>
- Code of Federal Regulations 24 CFR 570
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570?toc=1>
- HUD CDBG National Objectives and Eligible Activities Guidance:
<https://www.hudexchange.info/sites/onecpd/assets/File/Basically-CDBG-State-Chapter-3-Nat-Obj.pdf>
<https://www.hudexchange.info/sites/onecpd/assets/File/Basically-CDBG-State-Chapter-6-Public-Facilities.pdf>
<https://www.hudexchange.info/sites/onecpd/assets/File/Basically-CDBG-State-Chapter-9-Other-Eligible-Activities.pdf>

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WEB RESOURCES (CONTINUED)

- HUD Income Limits:
<https://www.huduser.gov/portal/datasets/il.html>
- HUD LMI Summary Data (LMISD) for Local Governments and Census Block Groups/Tracts – Guidance, Spreadsheets, Map Application:
<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>
- HUD CDBG Eligible Activities:
<https://www.hudexchange.info/sites/onecpd/assets/File/CDBG-State-National-Objectives-Eligible-Activities-Appendix-A.pdf>
- U.S. Census Bureau American Community Survey Data:
<https://data.census.gov/cedsci/>

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CDBG-PLNG & CDBG-PF APPLICATION ATTACHMENTS

Questions?




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Thank you for your time and participation.

Please direct any questions you may have concerning the application
process to the following email address:

DOACDBG@Wisconsin.gov



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